

**The Water Environment (Controlled Activities) (Scotland) Regulations 2011**

April, 2024

**Licence Application Form O**

**Operation and alteration of a structure**

## How we use your personal information

Under the Data Protection Act 2018 (DPA 2018), we must have a legal basis for processing your information – in this case, processing personal information is necessary to perform our statutory duties (‘Public Task’).

Some of the ways in which we collect and use the information may be through:

* granting and administering of authorisations and maintaining registers
* investigating environmental complaints
* undertaking formal enforcement action
* maintaining our own accounts and records

The personal information we collect and use may include the following: name; address, including postcode; email address and telephone number. SEPA is required, by law, to organise and maintain public registers, and make these registers available for public inspection. We do this by collecting and using the personal information that applicants (or their agents) share in their applications for SEPA authorisations and SEPA permits. After the application form has been processed, some of the information from the form is added to the public register, and becomes available for public inspection. Signatures, personal email addresses, and telephone numbers are not published, unless publication is statutorily required.

There may be occasions when we are required by law to share your personal information with other organisations, e.g. for regulatory reasons, or because doing so is in the general public interest. Any sharing will be carried out lawfully and securely in accordance with the SEPA Data Protection Policy.

For more information on how SEPA handles personal information, please refer to our general [Privacy Policy](https://www.sepa.org.uk/help/privacy-policy/).

SEPA regulates activities which have or are likely to have a significant adverse impact on the water environment. This is the correct application form for the operation of and/or alteration to, a structure which:

1. is identified as a barrier to fish migration and
2. is not an impoundment

To complete your application you must:

1. complete Form A and submit it with this form along with a location plan
2. answer the following application questions
3. submit drawing(s) with dimensions for the existing structure
4. submit drawing(s) with dimensions of the proposed alterations, including details of fish pass
5. submit photograph(s) of the structure and its location

Failure to provide all this information may result in your application being refused.

## 1: Activity Applied for:

### 1.1 Structure details

|  |  |
| --- | --- |
| **Name of structure** |  |
| **SEPA fish barrier identifier (FBID) if known** |  |

### 1.2 Structure location

National Grid Reference (NGR) must be 10-figure (e.g. AB 1234 5678). You can use our [SEPA NGR Tool.](https://map.sepa.org.uk/ngrtool/)

|  |  |
| --- | --- |
| **Name of watercourse** |  |
| **NGR of the structure**  |  |  |  |  |  |  |  |  |  |  |

### 1.3 Structure alterations

Include details on the installation of any fish pass, screens, flow management measures and/or sediment management. Include references of drawings submitted showing these alterations.

|  |  |
| --- | --- |
| **Provide details of the works including how the structure will be altered to allow fish passage up and downstream of the structure** |  |

### 1.4 Construction works

Include details on the pollution prevention measures, installation and removal of temporary construction works, site access, types of machinery to be used, isolation of working area(s) and measures to prevent the spread of invasive non-native species.

|  |  |
| --- | --- |
| **Provide details on how and when construction works will be carried out** |  |

### 1.5 Management contracts

Please provide a copy of any contracts, include the date, reference, name, version number of the agreement. Include details on the proposed frequency of sediment management, debris cleaning and maintenance.

|  |  |
| --- | --- |
| **Please provide details of any management or maintenance agreement/contract in place for the operation and maintenance of the structure**  |  |

For information on accessing this document in an alternative format or language, please contact SEPA by emailing equalities@sepa.org.uk

If you are a user of British Sign Language (BSL), the Contact Scotland BSL service gives you access to an online interpreter, enabling you to communicate with us using sign language. [contactscotland-bsl.org](http://contactscotland-bsl.org/)s3